



Unit Clerk – Full-Time Position

Menno Place is accepting applications for Unit Clerk. Menno Place is one of BC's largest campuses-of-care providing residential care, assisted living, home support and independent living to 700 residents. Founded in 1953 by the Mennonite Benevolent Society, we have been privileged to serve the physical, emotional, spiritual and relational needs of thousands of residents and their families <http://www.mennoplace.ca>

The Unit Clerk is an integral member of the Menno Place team and is required to have a commitment to the vision, mission and values of Menno Place while ensuring safety for residents and staff. In performing duties, Unit Clerk will follow Menno Place policies and procedures ensuring the provision of *Resident and Family Centred Care* (RFCC) while safeguarding staff and residents.

DUTIES & FUNCTIONS:

1. Provides reception functions by receiving visitors, answering inquiries and telephones, providing information and directions. Refers all resident condition inquiries, problems, and complaints to the appropriate authority.
2. Performs clerical duties such as data entry, filing, compiling, preparing, and maintaining statistics including related reports, delivering, and picking up items; maintains unit stationery and supply levels by monitoring stock, requisitions, or stationary orders, completing equipment repair or maintenance orders as directed.
3. Sets up and maintains resident records and carries out other clerical tasks in the process of admissions, transfers, and discharges, faxing, photocopying etc.
4. Records statistical data (ie adding diagnosis to PCC, saving documents in PCC etc)
5. Submits requisitions and help client/families to set up external medical appointments.
6. Conducts routine chart audits - 3-month post admission and annual.
7. Lab day prep assist under direction of nurse and checking Execlleries for results.
8. Report preparation using Microsoft Office, Outlook Express, and Excel
9. Daily safety, security, resident information (admissions, discharges, transfers) emails.
10. Prepares for Family and other meetings by booking rooms, informing those attending and ordering catering.
11. Archiving of charts for those residents who are deceased/transferred/discharged.
12. Annual assistance with Pre-Printed and Immunization/Flu Order Protocols to Physicians.
13. Performs other related duties as required.

Education, Training and Experience

- Successful completion of an approved Unit Clerk program
- Grade 12 plus the equivalent combination of education, training, and experience to perform above duties and functions.

- Completion of an approved medical terminology course an asset.
- Meditech training

Prerequisite for Hire: Clear Criminal Record Check, TB Screen and influenza immunization

If you are interested in this opportunity, please apply online at www.mennoplace.ca/employment-application.
Competitive compensation and benefits.

In the online application, you will be required to:

- Upload a Resume (PDF, Word doc)
- Supply two Employment History references including Contact Information of Company and Immediate Supervisor
- Supply three references with contact information (2 work-related references, 1 character reference)
- Upload Record of Immunization (digital file upload – JPG or PDF)
- Upload Criminal Record Check done in past 12 months (digital file upload – JPG or PDF)

We thank all applicants however only those short-listed candidates will be contacted.

[Click Here to Apply Online](#)